

**Planning Committee
MINUTES**

March 6, 2014 2:00 – 4:00 pm
Library Conference Room L106

Committee Chair: Kiran Kamath

Recorder: BethAnn Robertson

Committee Members Present: Bob Kratochvil, Ruth Goodin, Gail Newman, George Mills, Cecil Nasworthy, Carol Hernandez and Ryan Pedersen

Committee Members Not Present: Miguel Mauricio and Rashaad McAlpin

Expanded Membership for Strategic Planning Present: Gregory Stoup (by phone) and Linda Kohler

Expanded Membership for Strategic Planning Not Present: Silvester Henderson, Brianna Klipp

Guests Present: Six (6) students from Professor Milton Clarke’s Political Science Course

CURRENT ITEMS						
<i>Item #</i>	<i>Topic/Activity</i>	<i>Desired Outcome</i>	<i>Information Discussion Action</i>	<i>Lead</i>	<i>Time (mins)</i>	<i>Follow up</i>
1.	Public Comment	Information	I			<ul style="list-style-type: none"> • Welcomed guests. The students and members of the Committee introduced themselves.
2.	Agenda Minutes from February 6 and 19, 2014	<ul style="list-style-type: none"> • Review and approval • Review and approval 	A A	Kamath	10	<ul style="list-style-type: none"> • Agenda reviewed and approved. <i>Ruth Goodin motioned, Ryan Pedersen seconded (7-0-0)</i> • February 6, 2014 minutes reviewed and approved. <i>Ryan Pedersen motioned, Carol Hernandez seconded (7-0-0)</i> • February 19, 2014 minutes reviewed and approved. <i>George Mills motioned, Gail Newman seconded (7-0-0)</i>
3.	Program Review	<ul style="list-style-type: none"> • Report on process this year • Incorporating Program Review for Learning Communities • Share Program Review Survey results • Changes for next year • Continue discussion on Program Review validation process. 	D	Kamath	30	<ul style="list-style-type: none"> • LMC just completed program review and planning for 2014-15. • 67 programs are included in the Program Review Submission Tool (PRST); and 61 program reviews were completed. Of the 6 that did not complete Program Review, it was due to staff changes, some learning communities that have not been incorporated into the PRST yet, and the lack of a responsible unit for Liberal Arts. Of those submitted as complete, some had missing sections, so the managers are working with their programs/units to get their Program Review completed.

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						<ul style="list-style-type: none">○ Employment Center, Financial Aid, Puente, Umoja are some of the programs that have not completed Program Review for 2014-15 due to the above issues. We need to find a solution for this year to include the reports of learning communities; while we discuss and adopt a process/solution in the Planning Committee for future years. We can begin with the form that the learning communities used this year that has not yet been reviewed or adopted by the Planning Committee. Resolving Program Review for learning communities will be on the agenda for the next couple of meetings. The form can up uploaded to the Data Repository.○ For Liberal Arts, it needs to be decided to who should be responsible for completing the Program Review as it is spread across the college.○ TLC was on the list of ‘programs’ in program review, but will be removed as no other committees complete program reviews.○ Do we need to develop a container/space for General Education in the PRST?● The Program Review Survey Summary report was reviewed by the Committee. Any further suggestions or comments on the PRST can be e-mailed to Kiran Kamath.<ul style="list-style-type: none">○ A common theme in the Program Review Survey Summary is connecting RAP to Program Review in the PRST. It will be discussed with Ronke and Eng to connect RAP to program review in the PRST.○ Adding a place for Professional Development needs, ideally to print out and connect like ideas.
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						<ul style="list-style-type: none"> • Based on the survey feedback, improvements to PRST for 2015-2016 will be completed in spring 2014, so that new objectives for 2015-16 can be uploaded early in the next academic year. The PRST will, as a result, be open for 8-9 months/year. It will close after RAP closes annually and then will be updated and re-opened in July annually. The assessment section will be open 365 days a year. • Ryan Pedersen shared the examples of the program review validation processes of CCC and DVC handed out to members of the Planning Committee last fall with the Academic Senate. The Senate would like to see some documentation from Title V or ACCJC about the need for validation. Some in the Senate agreed with the process that included a group of peers. The Academic Senate wants to be engaged in the decision making of the validation process. The validation process will be placed on the agenda for the next committee meeting. It is suggested to augment the Planning Committee with members from the Academic Senate for Program Review. • We should also consider as a college whether we should have Administrative Unit Outcomes (AUOs). It is a way to demonstrative alignment of administrative units with the mission of the college.
4.	Strategic Planning Retreats	<ul style="list-style-type: none"> • Feedback on Retreats #1 and #2 • Plan for Retreat #3 on 3/28 	D	Stoup Kamath	60	<ul style="list-style-type: none"> • The first retreat was held on 2/24/14 for the LMC community, and the second retreat was held on 3/03/14 for the external community. The Committee discussed the disconnect between the community's perception of LMC and the work that LMC is focused with regard to transfer. <ul style="list-style-type: none"> ○ The six (6) students attending the Planning Committee meeting as guests were asked to

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						<p>participate. In an effort to not have those who attended retreat complete survey again therefore, doubling up on input a question will be added “Did you attend the first or second Strategic Planning Retreat?” Survey results will be stratified and distinguish between FT, PT and Classified. The link to the survey will be posted on the website and also included in an e-mail. The survey will be open Tuesday or Wednesday next week and will close in two weeks (the week after Spring Break). An email should be sent to faculty encouraging them to complete the survey and attend the third retreat. The results from the survey will be compiled prior to the third retreat on 3/28/14 and formatted into a word map.</p> <ul style="list-style-type: none">○ The notes from both Strategic Planning Retreats are being synthesized and will be posted on the website as soon as they are completed.● The third Strategic Planning Retreat on 3/28/14 will take what we have learned at the first two (2) retreats to refine the strategic directions further. It will be more pointed on what LMC’s strategic directions are, the outdated perceptions of LMC and how to change those and an internal check on how the community views LMC. There is some disconnect in our view of LMC and how the community views LMC. One of the first questions raised will be “How do we see ourselves” and we will dig deeper into the branding issue.○ The student’s viewpoint helps. A suggestions from the student guests is made that students will attend if they are given extra credit and food. The Experience will publish an article informing the campus that any student can
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LOS MEDANOS
COLLEGE

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						<p>attend. Linda Kohler has also been promoting it in the Classified Senate meetings.</p> <ul style="list-style-type: none"> ○ The structure for the retreat will include the following: ○ Roundtable discussions ○ A push for more clarity on questions ○ The end goal would be a list of Strategic Directions. ○ At the close of the third retreat there should be enough clarity in context to allow the writer(s) enough information to develop a first draft.
5.	<p>Future agenda items:</p> <ul style="list-style-type: none"> • Mid-year progress check on Planning Committee charges • Develop sustainable Program/Unit Review Validation Process • Program Review for Learning Communities 	Committee suggestions	D	All		
6.	Other Committee Comments/Suggestions		D	All		<ul style="list-style-type: none"> • The committee agreed and approved that the meeting time scheduled to plan for the third Strategic Planning Retreat on Monday 3/10/14 may be released. Kiran will communicate with Silvester about today's meeting and of the committee's decision to cancel the 3/10/14 meeting.

Spring 2014 meeting dates and times:

March 10; 10 to 1130 am; Room L105

April 3; 2 to 4 pm; CO 420

May 1, 2 to 4 pm; CO 420